

Leadership Positions

Commitment: 6 hrs/week

Chair:

- Principal executive officer and spokesperson of the SAB
- Organizes activities at SAB meetings and performs other duties assigned by staff
- Oversees subcommittees and subcommittee chairs to the completion of their duties
- Works closely with subcommittee chairs to provide biweekly written report to staff with updates on subcommittee progress
- Briefs SAB with subcommittee updates at each SAB meeting
- Arrives 15 minutes early to SAB meetings to aid in execution of each meeting.

Vice Chair:

- If Chair is absent, performs all duties of the Chair as necessary
- Keeps and stores all agendas, minutes, reports, and other official communications in a digital archive (such as Google Drive)
- Takes attendance at each meeting and reports attendees to staff
- Gives a 7-day notice to members with repeated absences and reports unresponsive members to staff
- Oversees the SAB Slack (main method of communication)
 - Ensures subcommittees are active
 - Works with Chair to deliver biweekly written report
- Takes meeting minutes and shares with SAB members within 2 days of each meeting.
- Arrives 15 minutes early to SAB meetings to aid in execution of each meeting.

Subcommittee Chairs (will be voted on later in each individual subcommittee):

- Primary leader of their respective Subcommittee
- Delegates tasks to members of the Subcommittee
- Reports to Chair biweekly with Subcommittee report progress
- Acts as editor of Subcommittee's report
 - It is recommended that members running for Subcommittee Chairs have some scholarly research experience (in an academic setting) and/or editing experience (ex. On a school newspaper).